

Meeting Minutes
Institutional Ergonomics Committee
December 6, 1999
10:00 a.m. to 12:00 Noon

Attendees: Mary Carol Williams, Raeanna Sharp-Geiger, Ken Huff, Faye Miller, Larry Wardlow, Lezlie Morris, Tina Montoya, Cathy Schuch, Ernie Vigil, Fran Talley, Mike Brandt.

Agenda Items:

Committee Business and Governance Structure: Considerable discussion was entertained about the role of the Committee, the impact of the HEERA legislation on safety committees, and related topics (please refer to the December 6, 1999 agenda for a summary of specific topics addressed in this discussion). The output of this discussion is a draft bylaws document. Please review this document and send your comments to mtbrandt@lanl.gov.

Priority Setting for CY00: The Committee agreed to table any discussion of priorities until the next meeting. Mike Brandt will send out a summary of potential issues related to the ergonomics program. We will consider these issues in a planning and priority setting session at our first meeting in January 2000. Please send any items that you would like to have included in this *initial* priority listing to mtbrandt@lanl.gov.

Newsbulletin Article: Fran Talley reviewed the process for writing and submitting an article for the Newsbulletin. We will discuss the content of the article at the next meeting.

Invited Speaker: Dina Sassone, ESH-5, reviewed the progress her team is making with creating a template for ergonomic evaluations. Her major goal is to assure that ergonomic evaluations are performed consistently and findings are consistently documented.

Agenda Items for December 20, 1999, Meeting:

- Review and Revise Draft Bylaws and Committee Charter
- Review, Discuss, and Revise Initial Ergonomic Priority List
- Discuss and List Points to be Included in Newsbulletin Article
- Confirm Membership
- Nominate Chair and Vice Chair
- Other topics? Please e- mail me at mtbrandt@lanl.gov